

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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May 4, 2004

**FROM: CAROL L. ANSELM, Assistant County Administrator
Human Services System**

**SUBJECT: EMPLOYMENT CONTRACT WITH MELISSA J. MARTINEZ FOR CHILDREN'S
FUND**

RECOMMENDATION:

Approve employment contract with Melissa J. Martinez, Special Events Coordinator for Children's Fund, at a rate of \$16.97 per hour plus benefits, effective May 5, 2004.

BACKGROUND INFORMATION:

The Department of Children's Services (DCS) developed a long-range plan to identify the needs of children at risk of abuse, poverty, abandonment, neglect, or circumstance in San Bernardino County who are not currently being provided for by governmental agencies. The goal of the plan is to ensure that these children's needs are met on an ongoing basis. In order to meet this goal, the County of San Bernardino entered into a public/private partnership with Children's Fund (CF) in August 1985. CF is a private non-profit corporation whose purpose is to acquire goods and services for children at risk who cannot obtain them through existing public or private programs. Goods and services include beds, food, clothing, shelter and utility assistance, medical and dental needs, and self-development items. As a result of its partnership with the County of San Bernardino, the priority of CF is to serve children from birth to age 18 who are receiving services from DCS, the Department of Behavioral Health (DBH) and the Department of Public Health (DPH).

Children's Fund requires the assistance of an individual who will serve in the capacity of Special Events Coordinator. The Special Events Coordinator position is an existing budgeted position that became vacant in March 2004. The position is responsible for coordination and facilitation of special events, developing proposals for additional funding, conducting research, and coordinating, developing, and maintaining a volunteer pool for the Children's Fund. Ms. Martinez has the required organizational, analytical, time management, and computer skills required to perform the duties of the Special Events Coordinator for the Children's Fund.

Recruitment advertisements were posted in local newspapers and through not-for-profit sources such as the Non-Profit Resource Center. Approximately 50 applications were received in response to this recruitment.

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The selection process began with an initial review of all applications. Ten qualified applicants were interviewed by a panel that consisted of members from both the Children's Fund and Children's Network. Ms. Martinez's was selected based on her past work experience in the administrative field, as well as her outstanding references. An offer was made to Ms. Martinez (contingent on Board of Supervisors approval), as she was the most successful in the selection process.

Because CF is a private non-profit corporation, and because of the structure of the administrative funding it receives from the County of San Bernardino, CF is partially staffed with contract employees hired through the County of San Bernardino. The Special Events Coordinator is one of those positions.

Approval of this contract will result in an annual cost of approximately \$45,887, including salary and benefits. This contract shall be effective May 5, 2004, and shall remain in effect for one year and shall be automatically renewed for one-year periods subject to the termination provisions of the contract.

REVIEW BY OTHERS: This contract has been reviewed by the Children's Fund Executive Board on April 14, 2004; HSS Contracts (Lori Ciabattini, Administrative Supervisor) on April 20, 2004; Human Resources (Karen Resendez, Human Resources Officer) on April 21, 2004; and County Counsel (Andy Hartzell, County Counsel) on April 20, 2004. This item has been reviewed by the County Administrative Office (Gary Morris, Administrative Analyst) on April 22, 2004 and by HSS Finance (Kristin Letterman, Manager) on April 27, 2004.

FINANCIAL IMPACT: The total amount of this contract for FY 03/04 is approximately \$7,648 (\$5883 in salary and \$1,765 in benefits). The total amount of this contract for FY 04/05 is approximately \$45,887, including salary and benefits. The annual salary for FY 04/05 includes an hourly wage of \$16.97 for 2080 hours (\$35,298) and benefits calculated at 30% of the overall salary (\$10,589). These expenditures are 100% funded with local cost. Adequate appropriations and revenues for the position were included in HSS Administration FY 03/04 budget and will be included in future year budgets.

Cost Reduction Review: The County Administrative Office has reviewed this agenda item and recommends approval based on the CF's need for these services.

SUPERVISORIAL: All

PRESENTER: Carol L. Anselmi, Assistant County Administrator, Human Services System, (909) 387-4764